

Wisconsin Department of Regulation & Licensing

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PHARMACY EXAMINING BOARD

INFORMATION REGARDING ORIGINAL LICENSURE OF PHARMACISTS BY EXAMINATION OR EXAMINATION SCORE TRANSFER

An applicant may be admitted to an examination provided the applicant has graduated from a school, college or department of pharmacy approved by the Board and has completed an internship program in accordance with rules adopted by the Pharmacy Examining Board (Wis. Stats., 450.04 and Wis. Admin. Code Ch. Phar 17).

Enclosed are materials which must be completed to apply for examination for licensure as a pharmacist.

APPLICATION STATUS

Once an application is filed with the Department we will mail you a check sheet within 10-15 *working* days. The check sheet will include an identification number that allows you to check the status of your application by calling the **Interactive Voice Response System, (608) 261-7925**. The Interactive Voice Response System will inform you of any requirements not met. You may also check the status of your application on our website: <http://drl.wi.gov>. Look under "Applicant Services."

It is your obligation as an applicant to see that the items listed as "Is Required" are forwarded to the Department of Regulation and Licensing. The Department will not contact other agencies or jurisdictions for information/documents to complete your application. We will update check sheets within 3-5 working days *of receipt* of documents. An application is not considered complete until we receive all the required documents and fees.

Once your application is complete, check the department's website: <http://drl.wi.gov>. Look under "Business/Professional License Lookup" for your official credential number and grant date.

INSTRUCTIONS TO APPLICANT APPLYING FOR ORIGINAL LICENSURE BY EXAMINATION OR EXAMINATION SCORE TRANSFER (Wis. Admin. Code Ch. Phar 2):

To be eligible to take examinations the following items must be completed and on file in the board office no later than 45 days prior to the date of the examination.

- ☐ 1. Completed and notarized application (Form #608) with appropriate fees.
- ☐ 2. Complete page 6 of 6 (Form 608) Social Security Number.
- ☐ 3. The "Pharmacist Certificate of Professional Education (Form #2512) completed by the dean or registrar at the academic records office of your respective educational institution certifying graduation.

For Wisconsin graduates this service is available from the UW, 750 University Avenue, Window 21 A.W. Peterson Bldg., Madison, WI.

- ☐ 4. Proof of completion of 1500 hours of internship (Forms #2533, #2534, #2535, #2536, #2537).
All practical experience hours must be submitted to the board office **45 days prior** to the date of examination for Board approval.

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- ☐ 5. FPGEC Certification (Foreign graduates only).
- ☐ 6. Foreign Graduate Disclosure Internship Form #2670 (Foreign graduates only).
- ☐ 7. Copy of Translated Diploma (Foreign graduates only).
- ☐ 8. Complete MPJE registration form and attach required fee. Forward fee and form to NABP, 1600 Feehanville Drive, Mount Prospect, IL 60056, 847-391-4406.
- ☐ 9. Complete NAPLEX registration form and attach required fee. Forward fee and form to NABP, 1600 Feehanville Drive, Mount Prospect, IL 60056, 847-391-4406, or contact NABP at www.nabp.net for score transfer to be sent.
- ☐ 10. Copy of document regarding any name change or address change other than filed previously with the board.
- ☐ 11. Convictions and Pending Charges form #2264 if applicable.

GRADUATES FROM APPROVED SCHOOLS: If you will be graduating from a school or college of pharmacy approved by the board you will not be admitted to the NAPLEX or MPJE examination prior to 60 days before graduation without submitting proof directly from your school/college of pharmacy. Please contact your school/college to have a letter forwarded directly to the Board office.

FOREIGN GRADUATES: Applicants must be certified by the FPGEC. Submit evidence of having obtained certification by the Foreign Pharmacy Graduate Examination Committee. Information on the FPGEC can be obtained from: NABP, 1600 Feehanville Drive, Mount Prospect, IL 60056, 847-391-4406, www.nabp.net.

NAPLEX SCORE TRANSFER:

NAPLEX Score Transfer is available to you, with states that belong to the program through the NABP, to allow you the opportunity to transfer scores from the NAPLEX examination to additional states where you wish to hold a license. Scores are transferred only between participating states. NAPLEX Score Transfer Forms are available from NABP headquarters (www.nabp.net).